

Bonner County Job Description



Title: Fair Maintenance Tech

Department: FAIR

Supervisor: Fair & Facility Director and Fairgrounds Foreman

Supervision Exercised: Full Time Fair Help

Job Description Revision: 03_22_2017

Posting Title	Fair Maintenance Tech
General Summary	<p>This position may include weekends and holidays as needed.</p> <p>Must be able to assist the Fair & Facility Director and the Fairgrounds Foreman in performing any duties to maintain the fairgrounds and assist in putting on events. Telephone skills are required and a limited amount of clerical skills are required.</p> <p>Must have a valid driver's license. Applicant must be able to lift a maximum of 40 pounds. Must be able to heights up to 35' feet. Background check will be performed. Alcohol and drug test will be required.</p>
Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the Fair & Facility Director and/or Fairgrounds Foreman at any time:</p> <ol style="list-style-type: none">1. Maintains grounds, shrub care, weeding, and irrigation of vegetation. Maintains lawns and other areas using mowers, brush hogs, and other equipment as needed for proper maintenance.2. Assists with maintaining and repairing fairgrounds machinery and equipment (e.g., trucks, tractors, etc.) to ensure proper working order. Diagnoses mechanical, electrical, and hydraulic problems in internal combustion powered vehicles and equipment as used by the Fairgrounds. Upkeeps machinery and provides or ensures regular maintenance. Maintains records of all maintenance and repair work performed.3. Ensures proper safety and cleanliness of equipment and the work area.4. Must be able to operate some equipment such as lawn mowers, tractors, light trucks and end loaders. CDL not required.5. Maintains all buildings, fences, gates, tables, benches, chairs and all other structures located on the fairgrounds in good working order as instructed by Fairgrounds Foreman.6. Checks all buildings, facilities, and equipment before and after each use if the Fair & Facility Director or Fairgrounds Foreman is unable to do so.7. Prepares for the County Fair, Rodeos and 4-H and Fair Horse Shows, maintains grounds and facilities during the Fair and other assigned events, performs clean up and take down activities at the conclusion of such events and activities as required by the Fair & Facility Director or Fairgrounds Foreman.

	<ol style="list-style-type: none"> 8. Performs preventive maintenance on vehicles and equipment using a variety of pressure gauges, micrometers, calipers, etc. Operates auxiliary equipment such as welder, cutting torch, air compressor, etc. 9. Rebuilds, repairs or services small engines, power saws, power mowers, or other motorized equipment: welds equipment and parts; cleans and maintains equipment and shop area. 10. Ensures proper safety and cleanliness of equipment and the work area. 11. Performs the general functions of a heavy equipment operator. 12. Performs snowplowing, sanding and other maintenance duties using a variety of heavy equipment and apparatus. 13. Perform all other duties as assigned. 14. Perform janitorial jobs as required. 15. Must have carpenter skills to make booths, planters, and other wood projects. 16. Have a set of skills to assist with layout design for fair. 17. Livestock handling experience is recommended. 18. Performs or participates in remodeling and other projects as required including coordinating with outside contractors as needed and authorized. 19. Prepares materials lists and supplies necessary to complete projects and procures them according to standard procedures with the Fair & Facility Director. 20. Builds and repairs furniture, cabinets, shelves, doors, fences, roofs, lean too structures and other carpentry projects. 21. Performs general building repairs practices including plumbing, lighting, heating, painting, and all other maintenance functions. Performs plumbing operations as necessary to install, remove, repair or replace toilets, sinks, sump pumps, and other related plumbing equipment, using appropriate plumbing tools. Repairs and maintains heating and lighting systems. 22. Assists with maintaining the newly established RV Campgrounds; 33 unit spaces, restrooms, private shower rooms, pavilion common lawn area and sprinkler systems.
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Secondary Functions	<ol style="list-style-type: none"> 1. Performs all other duties as assigned
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Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent. 2. Must be experienced with general maintenance, general facility and vehicle repair, lawn and yard care required or equivalent so as to have experience in maintaining a facility maintenance and groundskeeper environment. 3. Must possess good work habits and the ability to perform set instructions as directed. 4. Basic understanding of general maintenance and repair functions as needed in the upkeep and maintenance of the fairgrounds. 5. Ability to use a variety of hand tools, machinery, vehicles as equipment as needed in the upkeep and maintenance of the fairgrounds. 6. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public. 7. Ability to communicate effectively, both orally and in writing. 8. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
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Working Conditions	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking) and standing; frequent fingering, grasping, walking, and repetitive motions. Requires regular lifting, pushing, pulling and carrying up to 40 pounds with occasional weights over 50 pounds. The job requires good general vision. May be required to work odd hours and be on call as needed during various periods of the year as needed or assigned.</p>
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Disclaimer	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.</p>
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____